

## **Staff Supervisor**

The City of Baltimore is seeking a part-time Staff Supervisor to work in the City's newly opened Visitation Center. The Visitation Center is a safe place where families with histories of domestic violence can engage in visitation between children and their visiting parents in a monitored setting or can participate in monitored exchanges of children for weekend visits with their non-custodial parents. The Staff Supervisor will oversee the coordination of operations while at the Visitation Center, including the supervision of the visitation and exchange monitors. The Staff Supervisor will be working a non-traditional schedule, and must be able to work many of the following periods: Tuesday evenings, Wednesday evenings, Friday evenings, Saturday afternoons, and Sunday afternoons.

### **Responsibilities may include:**

- Ensuring the completion of the safety assessment at the Visitation Center before services are rendered each day
- Knowing the daily schedule of families served and pertinent information regarding visitation and exchange circumstances for that day
- Preparing the monitors for the daily visitations and exchanges by providing them with all information regarding the specific services that day
- Facilitating the arrivals and departures of all clients, and ensuring proper coverage at entrances, waiting areas, and visitation areas
- Communicating clearly and consistently with on-site police, monitors, and volunteers
- Providing guidance to staff to assist them in properly and effectively providing services
- Making decisions regarding any concerns about or changes in the provision of services as they arise
- Keep accurate and complete records of any safety concerns or potential problems that come up during a visitation session.
- Acting as the Custodian of Records while at the Visitation Center
- Facilitating supervision of monitors outside of service hours as needed
- Preparing spaces for use by the Center, and then restoring spaces for use by others
- Attend preliminary trainings once hired, as well as some continued trainings as they arise
- Administrative duties as needed

### **Skills:**

- Knowledge of strategies to engage families
- Knowledge of the dynamics of domestic violence
- Understanding of interpersonal dynamics
- Ability to be responsive and helpful to families in crisis.
- Effective interpersonal skills and the ability to work as part of a team
- Ability to multi-task and problem-solve
- Ability to communicate effectively both orally and in writing
- Knowledgeable of community systems with the ability to access community resources and maintain up-to-date resource information
- Ability to assist individuals in accessing services and coordinating a service plan

### **Minimum Education & Experience:**

- Master's Degree from an accredited college
- Minimum of two (2) year social work experience. Experience working with domestic violence victims and/or abusers preferred.
- Active Maryland State license as an LGSW, LCSW, LCSW-C or LCPC preferred

**Salary: \$25/hour**

*To apply, please email your resume to [VisitationCenter@baltimorecity.gov](mailto:VisitationCenter@baltimorecity.gov). Please include "Staff Supervisor Position" in the title.*

*Successful candidates will be subject to a background check.*

